

**HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION  
NEW JERSEY CHAPTER**

**Policy: B06**

**Title: NJ HFMA Fundraising at Chapter Events**

**Date Approved by the Board of Directors: June 11, 2024**

**Last Reviewed: June 11, 2024**

**Most Recent Revision: June 11, 2024**

**Effective Date: June 11, 2024**

**Policy:**

This Chapter Policy will be utilized for all events, including the Annual Institute, educational and networking sessions in which a charitable organization is identified as beneficiary of fundraising efforts.

**Purpose:**

The intent of this policy is to provide specific guidance related to fundraising efforts benefiting an identified charity. Traditionally there has been a Charity Event at the Annual Institute, which has both sponsorship opportunities and fundraising elements.

**Event Sponsorships**

The purpose of the Chapter's Sponsorship Program is to subsidize expenses related to the event in order to maintain a reasonable cost of participation for our members and guests. Money collected for sponsorships are to be recorded as revenue of the Chapter.

**Fundraising Activities**

In those situations where fundraising activities are undertaken to raise money for an identified charity, the money received by the Chapter needs to be remitted to the Charity along with a letter identifying the Chapter activity at which the funds were raised. Promotional materials for the event must specify that the money raised during the event from contributions from participants is for the benefit of the specified charity.

In those situations where funds are raised through activities at a Chapter event for the benefit of an identified charity the disposition of the funds will be determined by the facts related to the activity.

- In those situations where the charity is onsite during the event all money collected by Chapter volunteers needs to be given to the charity's representatives at the end of the activity.
- In those situations where the charity is not onsite during the event, or do not want to take the cash raised at the event with them, the money collected needs to be

deposited in the Chapter's bank account by the Chapter Administrator after the event, with an accounting of the funds provided to the Chapter Treasurer and Event Chair.

- The Event Chair is responsible for requesting a check to remit the funds raised to the identified charity, and to prepare the letter to the charity identifying the Chapter event at which the funds were raised.